

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: February 17, 2012
NO: M4-12

CLASSIFICATION TITLE

CHEMIST
(Water Reclamation Facility)

HOURLY RATE

Step 1 - \$14.01 progressing to Step 5 - \$21.60
(at 84 months)

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from www.cantonohio.gov under “City Government” click on “City Services” and then on “Civil Service”. Application must be on file no later than Friday, March 16, 2012. Applicants must submit a copy of their valid Driver’s License, a current, detailed resume, unofficial college transcripts and Class I Wastewater Lab Analyst Certificate copy (if candidate currently possesses) with the completed application as well as any other documentation pertaining to this position.

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702.

SCOPE: The examination will consist of an oral interview approximately 15-20 minutes in length. The interview will measure communication skills, experience base and knowledge of chemistry relating to water/wastewater laboratories and other related areas.

This is an open examination. To be eligible for the position under this examination, all applicants must be a US Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicant shall have no felony convictions.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE

Graduation from a college, university, or technical school with a Bachelor’s Degree in chemistry or a related field; some college-level education plus a minimum of three years experience in a similar water/wastewater laboratory or completion of special training classes conducted by the state in wastewater analysis; or an equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities. Must possess a Class I Wastewater Lab Analyst Certificate or have the ability to obtain within three years (36 months) of being awarded the position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to conduct various chemical and bacteriological analyses. Ability to separate and identify compounds in concentrations of parts per billion (ppb) or lower from complex mixtures. Knowledge of and ability to use all general laboratory equipment. Ability to lift and use various samples and necessary analytical equipment in the performance of routine duties. Ability to maintain excellent laboratory hygiene due to the possibility of the presence of pathogens. Skills in computer software programs. Ability to prepare technical and administrative reports.

******IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who have completed more than 180 days of active duty service. (O.R.C. 124.23C) **APPLICANTS MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE (FORM DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

Your name will be placed on a list of eligibles upon receiving a passing score. Once the list has been established, your name will remain on the list for a period of two (2) years.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

******NOTICE OF DRUG TESTING REQUIREMENT******

Pursuant to Civil Service Rule IV (16), applicants are hereby advised that the position of employment being examined for has been declared as “safety sensitive”. Accordingly, eligibility is not considered final until drug testing has been successfully completed with a negative result. Applicants who refuse to submit to drug testing or submit and fail such testing will be removed from all safety sensitive eligibility lists upon which their name appears for a period of one year or until the eligibility list(s) expires, whichever is shorter. Reinstatement to eligibility list(s) shall be contingent upon successful passage of drug testing under the Commission’s control at applicant expense.

******NOTICE OF BACKGROUND INVESTIGATION******

Be advised that candidates may be subjected to a confidential background investigation, including but not limited to a criminal record check and driving record check.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver’s License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

DUTIES

The Chemist is responsible for performing all chemical tests necessary to meet federal and state EPA requirements, Performing tests necessary to keep the treatment facility operating properly, and performing tests on industrial samples to establish surcharge rates and assure sewer code compliance. The individual works under the supervision of the Superintendent of WRF and/or a designee.

BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator

